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Responsibilities Whilst on a Rural Placement –
Long and Short Term

Behaviour Whilst on Placement

Students are expected to demonstrate an advanced level of professional behaviour in the context of quality and safe care.

As a student you are expected to:
— Introduce yourself appropriately to staff and patients
— Identify yourself as a student who is working as part of the relevant team
— Follow hand washing protocols and other patient safety requirements
— Ensure that any written entry you make to medical notes is countersigned by your supervisor
— Attend all scheduled activities (unless appropriate permission has been sought and given for your absence)
— Be proactive in self-directed learning to maximise clinical learning opportunities
— Behave in a respectful manner to supervisors, colleagues, patients and families
— Respect the dignity, culture, ethnicity, values and beliefs of people receiving care and treatment, and of their colleagues
— Treat personal information obtained in a professional capacity as private and confidential
— Students in particular need to be aware that confidentiality still applies after their placement has been completed
— Dress in a manner acceptable to the Health Service and in accordance with work health and safety principles
— Acknowledge and respond to constructive criticism
— Be sure to discuss any issue or incident that causes you concern on your placement with your Supervisor or your college or university coordinator
— Provide impartial, honest and accurate information in relation to care and health care products
— Support the health, wellbeing and informed decision making of people requiring or receiving care

Always remember to learn what the professional boundaries are, and never exceed these. Students are not permitted to commence treatment or examination of a patient without the presence of a supervisor.

It is also important to remember that the same rules for students in a metropolitan setting apply to a remote setting. Because students may be working in a remote setting without a doctor or Registered Nurse present at all times, you are still not legally allowed to prescribe or dispense prescription medication or start any treatment regime without going through the proper procedures.

Attendance requirements on short-term placements

Hospital placements
All students are expected to present themselves on the first day of term and remain for the full 4 weeks until the final day (Friday) of term. It is the students’ responsibility to have an Attendance Form completed and signed by the Academic Supervisor during the placement and email it to the Rural Clinical School on the last day of the placement.
GP placements
All students who are allocated to a rural GP term will need to be in Sydney for the following:

Week 1 – Monday and Tuesday (campus days)
All students will be expected to present themselves to the rural GP surgery on the first Wednesday of the GP term and remain until the final Thursday of week 4 (which will then be travel time to return to Sydney for Friday campus day)

Week 4 – Friday (campus day)

Week 8 – Friday (campus day)

Students on a rural GP placement don’t need to complete the Rural Clinical School’s attendance form as they are required to have their Supervisor sign a session sheet and submit this to the GP department at the end of the placement.

Not meeting the rural requirement
Students who do not meet the requirements of the 4 week term due to attendance or behavioural issues will have to repeat another rural term and may not be eligible for rural accommodation on their repeat term.

If there are issues with the placement, or if there are exceptional circumstances that require students to leave before the end of the placement, please contact the Student Coordinator at the Rural Hospital/Practice and the Rural Clinical School BEFORE you leave your placement.

It is imperative that UNSW maintains good relations with the rural hospitals to ensure other students have the opportunity to undertake rural placements in the future. Students, who take it upon themselves to finish the term early, arrive late or miss days of the placement may risk failure of the term and future placement opportunities.

Policy for UNSW attendance and absence
Refer to the UNSW attendance and absence policy

ClinConnect
ClinConnect is the NSW Health database that manages clinical training placements in public hospitals in NSW. NSW Health requires medical students to be compliant with vaccinations and blood tests, as well as be up to date with a National Police Check prior to commencement of placement. Working with Children checks are no longer required for students.

More information on requirements and UNSW guidelines and policies can be found online here: https://medprogram.med.unsw.edu.au/nsw-health-requirements.

Short term placements
The Student Rural Placement Evaluation Questionnaire is online and must be completed at the end of your placement.

Hospital Placement (short term)
Information on short term placements is available on the Rural Clinical School website: https://rcs.med.unsw.edu.au/short-term-placements
The following placement sites have their accommodation organised by the Rural Hospital Administrator.

**Broken Hill** – students stay in accommodation at various sites and pay $25/wk plus a one-off $50 fee if a final Friday night stay is required

**Coffs Harbour** – students stay in fully furnished units attached to the Rural Clinical School and pay $120/wk

**Grafton** – students stay in fully furnished rooms in the nurses quarters on hospital grounds and pay $70/wk

**Griffith** – students are accommodated at the Griffith Base Hospital student quarters. There is currently no charge. This is organised by the Rural Clinical School.

**Kempsey** – students stay in a self-contained 3 bedroom unit at no cost to students

**Orange** – students stay at Gosling Creek House on Bloomfield Hospital Campus at a cost up to $70/wk

**Wagga** – students pay for nurses quarters accommodation approximately to $40/wk

**GP Placement (short term)**

Various accommodation options are available that you must arrange yourself. Please email the Rural Clinical School for accommodation advice. A list of recommended accommodation is attached to this manual.

**Travelling by Car**

The Rural Clinical School will endeavour to connect students travelling to the same placement for the same dates, so students can potentially travel via car together and share those expenses.

If students are driving to their allocations they need to provide to the Rural Clinical School the following BEFORE departure:

— MV1 form
— Driver’s licence
— Current registration papers
— Current car insurance policy

**CIAP**

CIAP, which is accessed via the NSW Health website, provides a wealth of valuable electronic resources such as Therapeutic Guidelines, a range of medical journals and electronic medical texts, and students are encouraged to use it throughout their placement.
Albury

Orientation
Orientation sessions for all student year groups take place at the Albury Wodonga Campus at the start of Summer Teaching Period (Year 5) and Teaching Period 1 (Phase 2 – 3rd year and 6th year) each year. It is expected that all students attend.

Participation in orientation sessions is compulsory for Campus and hospital familiarisation.

Accommodation
Students are responsible for finding their own accommodation. Campus staff are available to advise contact details for local real estate agents and appropriate areas for accommodation.

Getting to Albury
Travel times are 6 hours by car, 7.5 hours by train, 1 hour and 20 minutes by air.

Equipment Hire
No bikes available.

Placement Information
Students must bring the ORIGINAL documents of the Police Check and Working with Children (Victoria) as these documents have to be sighted by the Victorian Health Department. Students at Albury Wodonga Campus attend clinical sessions in the Victorian Health system during the year.

Failure to comply with these requirements could result in your exclusion from the clinical settings.

Student ID – Albury Wodonga Campus ID cards are issued at the commencement of each year. These ID cards should be worn at all times during patient contact and must be in an obvious place and able to be clearly seen.

Health and Safety – students are required to comply with all health and safety guidelines as per UNSW guidelines.

The Albury campus has approximately 270 medical text books available for loan.

Transport
Students must have their own car as placements are in Albury and Wodonga. It is not possible for students to travel or car pool together as students attend rooms, hospital, clinic etc. Individually

A taxi is required to get to and from the airport.

Attendance and Notification of Absence
ClinConnect- It is the responsibility of each student to make sure that they are ClinConnect compliant and this information is up to date so that clinical placements are not affected by non-compliance and therefore not meeting 80% attendance rates.

Computers, Internet and IT
Uniwide internet access is available at the campus

Videoconference facilities
Albury has videoconference facilities in 1 lecture theatre and 1 meeting room which students may use for educational purposes. Bookings for these facilities are coordinated through the campus.
MAP – Hospital / Accommodation Locations
Broken Hill Hospital

Orientation
For placements at Broken Hill, orientation will run for about 30 – 45 minutes and will include identification and paperwork processing. Afterward, you will be shown to your placement area to begin placement.

Orientation is held at the BHUDRH on the first Monday of your placement (or Tuesday if there is a public holiday on Monday). Orientation commences at 8.30am, Corrindah Court, University Department of Rural Health. This is the red roofed building with large verandah, situated on the hill behind the hospital. Please bring a valid Driver’s License or passport for identification purposes. You are required to wear your uniform on this day.

Please be advised it is compulsory to complete an online cultural awareness module before arriving for placement. Students need to register to access the content. This is compulsory requirement of all students undertaking placement in Far West NSW.

We also offer face to face Cultural Education to students where possible, so please check your schedules to see if you have been registered to attend a session. There is a maximum number allowed for these sessions so it is not always available to every student. If you have been registered, this session is compulsory. If unable to attend, please let the Student Program Team know via email or phone.

For placements in Wilcannia and Menindee – Orientation will be provided on site. Please bring a valid Driver’s License or passport for identification purposes. You are required to wear your uniform on this day.

Broken Hill will provide a Student Manual which covers additional information such as contacts, site information, shift times, weekly debrief sessions, Cultural Awareness, ENRICH Interdisciplinary Learning Sessions, student support, food and entertainment, facilities and security, transport contacts and more.

Accommodation
The UDRH provides fully self-contained accommodation to students for placements free of charge. When you complete the online application for placement you will be allocated accommodation. You will be required to accept your placement/accommodation offer as part of the placement process. Accommodation is available for check-in from 4pm on the Saturday prior to placement.

A Placement Fee of $25 per week is applicable to all placements and is payable prior to your commencement date. There is a one-off $50 fee if a final Friday night stay is required.

Each student will have their own bedroom, but bathrooms, living rooms, laundry and kitchens are shared, food is not included. Each room has either a king single, double or queen size bed, table/desk, chair, wardrobe and a clock radio/alarm.

There is a kiosk and cafeteria within the hospital, and they are open from 8am – 3pm daily. HELPFUL HINT: Order groceries online & get delivered if you do not have a car. More food information can be found in the Student Manual which Broken Hill will provide.

What will it cost?
Students will need to purchase groceries, etc. and there may also be additional travel costs involved if your placement includes remote sites. Please see the Student Program Coordinator for further information.

Accommodation Policy
There is a written copy of the Accommodation Usage Policy in each room of the accommodation. After leaving the accommodation, it is important to leave the shared facilities as they were found.
Cleaning of accommodation is the responsibility of all students during their placement. Students must vacate the room by 9am on the last Friday of placement.

Please ensure the following is completed:

1. Empty the bin
2. Make sure the floor is clean
3. Wipe down the desk
4. Take sheets and pillowcases off the bed and put in the laundry.
5. Put the cover back on the bed
6. Leave new sheets and pillowcases on the end of the bed
7. Check that the room looks neat
8. Leave keys in the kitchen table along with your Student Evaluation when vacating.

**Linen**
Linen is provided, but you are requested to provide your own towels.

**Getting to Broken Hill**
Travel times are 13 hours by car, 15.5 hours by train, 2.5 hours by air.

The Rural Clinical School does not recommend driving to Broken Hill. It is a long drive and driving into dusk and night is dangerous due to kangaroos on the road.

**Equipment Hire**
The BHUDRH provides the option to hire bikes and swags. If you wish to hire either of these resources you will need to see Steve Fazulla (0418 699 702) or Karen Drust at their office which is the large shed located at the back of the Bromide Street student accommodation and next to the car park at 96 Morgan Lane. Their working hours are between 7.00am and 2.30pm.

Bikes are hired out at a deposit of $120 – on return of the bike in the condition it was lent, $100 will be refunded.

Swags are hired out for a refundable deposit of $50.

**Placement Information**
Students may spend some part of their placement in Wilcannia and Menindee. Arrangements for these placements are made locally in Broken Hill

The BHUDRH has a small but comprehensive library which is available for student use. If particular texts are not available, the librarian can organise for them to be borrowed from elsewhere. The librarian can also assist with literature searches if required.

**Transport**
Broken Hill has public transport available. There are a number of taxi and bus services listed in the Broken Hill Student Manual which is provided to students.

Please also note important travel information in the Student Manual regarding safety measures if bringing your own vehicle.

**Attendance and Notification of Absence**
All students are expected to have adopted professional values and behaviours. These include attendance at placement, organised sessions and earliest possible notification of nonattendance to all people (professionals, patients and/or administrative staff) affected by an inability to attend placement.

It is the students’ responsibility to check with the UNSW [Rural Clinical School](#) around the requirements for leave.
Approval for leave will not be negotiated by the BHUDRH. The Emergency Department at the Health Service offer GP Fast Track Services if a medical certificate is required otherwise, the GP Super Clinic located across the road from the Health Service is the next best option – please note that they will not bulk bill on the first consultation.

Computers, IT and Internet
Students will have access to computers and printers, including wifi internet connection, in both the accommodation and the UDRH library, to which you have 24-hour access. These facilities are provided for educational purposes, and for limited personal use such as sending or receiving emails. Downloads are limited, and if these are exceeded you disadvantage yourself and others. Please do not use this facility for heavy personal use such as downloading music or movies. If you are interested in after-hours access to the computer lab please contact the student program team for more information.

Videoconference facilities
The BHUDRH has videoconference facilities for educational purposes. If these are required, they will need to be booked well in advance. Please ask for help prior to using them for the first time. Both ZOOM and Skype are also available.

MAP – Hospital / Accommodation Locations
Coffs Harbour

General Campus information- https://rcs.med.unsw.edu.au/rcs-coffs-harbour-campus

Orientation
See Student Orientation Guide which covers additional information such as emergency procedures, staff contacts, campus parking and security.

Accommodation
There is limited short term accommodation available to students relocating from Sydney or on a 4-week rural placement.

The three-cabin accommodation is located adjacent to the campus. Each cabin has four separate bedrooms, a furnished airconditioned communal lounge/dining area and kitchen with utensils, microwave, fridge/freezer and stove.

All bedrooms have an ensuite bathroom, double bed, desk, wardrobe, heater and fan. The shared laundry is equipped with washing machine, dryer, iron and ironing board. An outside barbecue area is available.

Check in and out is limited to office hours of 8.30am – 5.00pm Monday to Friday unless other arrangements have been made. If you arrive outside of these hours, keys are available at ED at the hospital. All these specifications are addressed on the forms prior to arrival.

Enquires can be made to Tracy Rampant at: rscsfadmin@unsw.edu.au.

What will it cost?
UNSW students pay $120 per week. Non-UNSW students pay $130 per week. Rates include utilities.

Accommodation Policy
A tenancy agreement will be emailed to students upon application. This covers areas such as no pets allowed, keeping the accommodation clean, procedure if locked out of room etc.

Linen
Students will need to bring their own double bed size linen, including pillows and towels.

Getting to Coffs Harbour
Travel times are 6 hours by car, 9 hours by train, 1 hour and 10 minutes by air.

Airport- access to and from airport will be via TAXI or private transport only.

Equipment Hire
Coffs Harbour does not have bikes for use, but bikes can be hired from businesses in Coffs Harbour.

Placement Information
ClinConnect- It is the responsibility of each student to make sure that they are ClinConnect compliant and this information is up to date so that clinical placements are not affected by non-compliance and therefore not meeting 80% attendance rates.

All follow up or assistance that is required by students is to be referred to Tracy Rampant at the Coffs Harbour campus.

Textbooks for Phase 2 and 3 for all courses and disciplines are available at the campus.
Transport

Attendance and Notification of Absence
Attendance is expected at lectures and clinical placements. The course requires 80% attendance; most of the teaching staff that are on campus volunteer their teaching services so it is important for the entire student cohort to be in attendance at the teaching sessions. If you are going to be away for any reason you should have the leave approved by the Head of Campus (HOC) Dr Alison Seccull, if you are sick and cannot attend teaching then you should notify a member of the administration team as soon as you are able to advise that you will not be attending. Notification can be done by email or phone.

Computers, Internet and IT
UniWide access is available in the campus and accommodation area. Eduroam access is also available however use the Uniwide access where available as first choice.

Videoconference facilities
Coffs Harbour has videoconference facilities in 5 meeting rooms which students may use (please check the board which lists the current bookings).

MAP – Hospital / Accommodation Locations

![Map of Hospital and Accommodation Locations](image-url)
If you are arriving outside normal business hours (9am-5pm Mon-Fri) we can organise to have your accommodation keys left at the hospital Emergency Dept. for collection. Please notify our office two days in advance if you intend to arrive outside of business hours. Ph: 06 8652 0411. Please attend our office as soon as possible after your arrival to complete your registration and pay deposits.
Grafton

Orientation
All students must report to the Education Centre/Library at 8am on the first day for orientation.

Students will receive a Grafton Student Information Package which covers additional information such as requirements prior to placement, first day instructions contacts, entertainment and educational resources.

Accommodation
The Grafton Base Hospital student accommodation centre is located within the hospital grounds in the old nurse’s quarters.

Contact Greta Enns, Student Administration and Accommodation Assistant, on 02 6641 8903 for more information.

What will it cost?
The fee is $70/week and needs to be settled on day one of placement at the cashiers office located in radiology.

Accommodation Policy
— Pack up your room of all belongings and return your key before 10am on your last day.
— Report any problems in the accommodation centre to the Student administrator
— Keep all common areas of the accommodation centre clean including the kitchen and bathrooms. Extra cleaning fees may be issued.
— Keep noise down and be mindful of other guests.

Students need to vacate before 10am on the last day. Please remove all rubbish. Keys are to be returned to drop box and linen in skips on the ground floor. Please email NNSWLHD-GRA-StudentAccom@health.nsw.gov.au for all accommodation enquiries.

Linen
Linen and towels are provided from first floor foyer. Laundry facilities are available with washing machine, dryer, ironing and inside clothesline. You will need to supply your own detergent.

Getting to Grafton
Regional Air Express and Country Link trains run to Grafton regularly.

Travel times are 7 hours by car, 10.5 hours by train, 1.5 hours by air.

Equipment Hire
Bicycles donated by UNSW and University Centre of Rural Health (UCRH). Please see student admin for details.

The hospital has a swimming pool that students can access.

Placement Information
Students from Sydney who go to Grafton for short term placements will study Medicine, Surgery, Paediatrics, Obstetrics and Gynaecology (O&G). Students in Coffs Harbour are sent to Grafton for Paediatrics and O&G.

Items to take on your placement:
— UNSW student ID
— Original criminal record check, immunisation documents and name change documents (if applicable).
University uniform or professional attire (depending on discipline)

A well-stocked library is accessible after hours with up to date resources donated by the University Medical schools and UCRH.

**Transport**

Timetables for Grafton’s Busways buses are available from [http://www.busways.com.au](http://www.busways.com.au). The bus route that stops outside the hospital will take students to the town centre. Grafton Taxis can be contacted on 131008.

If staying in the student accommodation, limited car parking is available on site behind the conference centre. There is no undercover or security parking.

**Attendance and Notification of Absence**

See “[Attendance requirements on short-term placements](#)”.

**Computers, Internet and IT**

There is Wifi available in the accommodation centre. Computers are available 24 hours in the library, adjacent to the accommodation centre.

Grafton Base Hospital is also equipped with two clinical laboratories; the Simulation Suite and the Skills lab.

**Videoconference facilities**

Grafton Base Hospital has a variety of lecture, tutorial and student rooms. Most education rooms are equipped with video conference equipment, PC’s and smart boards, for interactive and contemporary learning. Students should contact staff to utilise the rooms whilst on placement.

**MAP – Hospital / Accommodation Locations**
Map from Emergency to the Accommodation Centre
Griffith

Orientation
A number of forms are sent out prior to placement and must be submitted and emailed to the campus before commencement (as well as a copy of UNSW student ID badge). Students must read the Murrumbidgee Local Health District Student Handbook for Clinical Placement which covers additional information such as pre-placement requirements, HS and emergency procedures, preparing for placement, performance guidelines, and checklists.

On the first day of your placement students will meet with their Supervisor and be given an orientation of the facility which will include Health and Safety (HS) induction. The HS forms need to be taken to the placement

Accommodation
Medical students placed in Griffith for short term placements are accommodated at the student quarters on the Griffith Base Hospital grounds. Phase 2 third year students are accommodated at 157 Clifton Blvde. Griffith. See accommodation costs below. Contact Cathy Pianca on 02 6964 4823, or at c.pianca@unsw.edu.au for more information.

What will it cost?
Phase 2 students staying at 157 Clifton Blvde are required to pay rent based on which room they are in. Please see costs below for 2019.

<table>
<thead>
<tr>
<th>Room</th>
<th>Details</th>
<th>2017 rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedroom 1</td>
<td>Room with ensuite – Queen size bed</td>
<td>$85 p/w</td>
</tr>
<tr>
<td>Bedroom 2</td>
<td>Room only - Queen size bed</td>
<td>$80 p/w</td>
</tr>
<tr>
<td>Bedroom 3</td>
<td>Room only - Queen size bed</td>
<td>$80 p/w</td>
</tr>
<tr>
<td>Bedroom 4</td>
<td>Room only - Queen size bed</td>
<td>$70 p/w</td>
</tr>
<tr>
<td>Bedroom 5</td>
<td>Room only - King single bed</td>
<td>$70 p/w</td>
</tr>
<tr>
<td>Bedroom 6</td>
<td>Room only - Queen size bed</td>
<td>$80 p/w</td>
</tr>
<tr>
<td>Garage</td>
<td>2 car garages</td>
<td>$10 per car p/w</td>
</tr>
</tbody>
</table>

**updated February 2019

Accommodation Policy
Please advise the Griffith campus of any damage or repairs that are needed. UNSW endeavours to maintain the property in good condition at all times and will undertake maintenance works promptly as required. Please report any lost keys immediately so that locks and keys can be changed and replaced.

All student accommodation properties must be left in a very clean and tidy condition. Student must return all keys to the Rural Clinical School, Griffith Campus and remove all rubbish from the property. Students are asked to be mindful of the neighbours and to keep any noise to a minimum.

Phase 2 students accommodated at Clifton Blvde are given an accommodation policy to read and sign.

Linen
Phase 2 students accommodated at 157 Clifton Blvde are required to bring their own linen.

Getting to Griffith
Travel times are 6.5 hours by car, 8.5-9.5 hours by train (depending on departure time), 1.5 hours by air.
Equipment Hire
There are no bicycles or other equipment available through the Rural Clinical School in Griffith.

Placement Information

— Students must bring and wear UNSW student ID badge at all times.
— Vaccination and police check are current in ClinConnect before commencement of placement

The Griffith campus has a limited number of medical text books available for loan for Phase 2 and 3 students.

Transport
Griffith does not have any regular/reliable public transport. Students staying at Clifton Blvde will need their own transport.

Undergraduate students are able to use Health Service cars whilst on placement for work related activities such as client home visits and meetings, but only if and as directed by the supervisor. Students must hold a full, recognised and current driver’s licence and must sign the Murrumbidgee Local Health District Vehicle Fleet Policy.

Attendance and Notification of Absence
It is a UNSW requirement that all students on short-term and long-term rural placements must attend at least 80% of scheduled activities in order to achieve a satisfactory assessment in the term. Students will be assessed on preparedness and participation in learning activities. Students are expected to attend all clinical attachments and education sessions on time. If students are unwell or absent for any reason, please contact Cathy Pianca or Dr Damien Limberger so tutors are advised that you will not be attending. A doctor’s certificate should be provided if students are away for two or more consecutive days.

Computers, Internet and IT
The Griffith Campus has a student computer lab equipped with 6 computers and a printer. After-hours access to the building is available to students between the hours of 6am and 9.30pm weeknights and during weekends for the duration of your placement.

WiFi Internet access is presently provided free of charge at the accommodation for the Phase 2 long-term students. Penalties for illegal downloading include temporary or permanent loss of access to the wireless network; a formal disciplinary letter from UNSW and a fine of up to $1,000. The Rural Clinical School reserves the right to monitor, log and audit the Internet access of all users to ensure that users are not breaching policy.

Applications for WiFi internet access for long term placements need to be made through Jason Vincent (Rural Clinical School Senior Tech Support Officer) on advice from Cathy Pianca and applicants must supply the MAC (or Hardware / WiFi) address of each device to be connected to the network (laptops, tablets, etc). Upon receipt of a valid hardware address you will be supplied with the password to the WiFi network.

Due to limited bandwidth and cost of access, only one device (PC or notebook or smartphone or tablet) will be permitted to connect per occupant of Clifton Blvd.

Videoconference facilities
Videoconference facilities are available within the School campus for access to additional teaching resources provided from Sydney. These can be also be used for attending meetings and events run by the relevant student organisations and societies.

If these are required, they will need to be booked well in advance.
MAP – Hospital / Accommodation Locations
Kempsey

Orientation
Students are to meet on the first Monday of the term at 8.00am in the front foyer and will be shown the High Dependency Unit where they will meet the medical teams.

Dr Vincent Lee is the Coordinator at Kempsey Base Hospital. Dr Lee will arrange a meet and greet upon arrival.

Accommodation
An envelope containing accommodation keys for 3 Lindsay Place and paperwork for signing is to be collected from the front office. They are to be returned to Tonia Law, the student coordinator. The main front reception closes at 6pm on the weekends, therefore arrival before this time would be preferable. Students who have a long delay in arriving please contact the hospital on 02 6561 2600 and notify the Nurse Manager, as well as providing a mobile number for reference.

There is a laundry located inside the house for all washing requirements. All students are responsible for the general upkeep of the house. Information will be distributed on site regarding the accommodation requirements. There is also information at the house regarding the details.

What will it cost?
Accommodation is free to UNSW students.

Accommodation Policy
Students need to keep the house in a clean state at all times and no visitors are to stay overnight during the stay. Signage in the kitchen outlines the weekly cleaning days (10am Wednesday) and the bin collection. It is the student’s responsibility to put the bins out each week.

There is a laundry at the unit. On departure the towels are to be washed, dried and returned to the linen closet for the next rotating students/staff.

There are to be no heaters permitted in the house; during winter students should bring appropriate bedding and clothing.

Linen
Students are to bring queen size linen for each room. This will cover all size beds. Towels are provided and students are responsible for washing them.

Getting to Kempsey
Travel times are 5 hours by car, 7.5 hours by train, 1 hour and 5 minutes by air to Port Macquarie and then 45 min drive.

Equipment Hire
There are 2 bikes that students are able to use, please contact Tonia Law, the Student Coordinator on (0432 572 579).

Placement Information
Students are requested to advise their expected arrival time and mode of transport.

Students should have all the information from UNSW Medicine regarding the placement and course requirements before they arrive.

Transport
It is recommended students bring a car (or share) as public transport in the area is very limited.
**Attendance and Notification of Absence**
See “Attendance requirements on short-term placements”.

**Computers, Internet and IT**
There is no internet access at the accommodation. The new hospital has WiFi but it is only available on hospital designated computers – there is no personal WiFi usage permitted.

Students will be provided with a read only computer login at eMR training on site in the first week of arrival with the area trainer. Logins under another user is not permitted as it is against the code of conduct.

**Videoconference facilities**
Videoconferencing facilities are available for students in Kempsey. Notify Tonia Law, Student Coordinator based at Kempsey of any Sydney based VC’s that you are interested in. Please note, it is not always possible as the bookings need to be made in advance.

Please also notify Rural Clinical School as the connection needs to be made through the Port Macquarie or Sydney campuses by the IT Officer of the Rural Clinical School.

Students are invited to attend the Port Macquarie campus on their Biomed Lecture days. Please contact Bronwyn Moore for the timetable and notify of your interest in attendance. Tonia Law at Kempsey Hospital also needs to know in advance to ensure this does not impact your timetable at Kempsey.

Port Macquarie is approximately 35mins drive from Kempsey, any travel to and from Port Macquarie is at the students’ expense.

**MAP – Hospital / Accommodation Locations**

![Hospital and Accommodation Map](image-url)
Orange

Orientation
On the Monday morning students need meet with the Medical Admin Officer at 8:15am where they will sign for envelopes containing access cards, keys and time table for placement. Compulsory Campus Orientation is at 8.30am in the Poplars Building.

Campus enquiries should be directed to Krisha Meyenn, who can be contacted on 02 6369 8736 or emailed at: Krisha.Meyenn@health.nsw.gov.au (8am-4pm), Krisha is situated in the Barwon Building.

Accommodation
Students are accommodated onsite at Gosling Creek Guesthouse from the Sunday night prior to placement through until 10am on the last day of placement. Luggage can be stored on the final day in an office if required.

This accommodation houses staff and students from many disciplines, but also family members of patients – students are asked to please keep this in mind as you go about your business. The accommodation is easy walking distance to the units/hospital but is approx. 6km from centre of town.

Students should go to the General Hospital (Orange Health Service) when they arrive on the Sunday to collect keys for accommodation. If arriving at a late hour, students may be required to go to emergency desk to obtain keys.

The guesthouse is managed by Bloomfield Hospital Nursing Administration (02 6369 8840).

What will it cost?
Cost at Gosling Accommodation is $10/night. Payment is required in the first week of placement and is arranged directly with the Nursing Office, please contact them for further information.

Accommodation Policy
To make the stay of all guests comfortable, students and visitors are asked to respect the privacy and safety of others. Guests who show disrespect for others or fail to comply with the guidelines will be asked to leave.

Linen
Students will be provided with two towels and bed linen weekly. Rooms are serviced on Fridays.

Getting to Orange
Travel times are 4 hours by car, 5 hours by train, and 50 minutes by air.

Equipment Hire
There are free UNSW bikes for hire, please see Krisha Meyenn to obtain keys.

Placement Information
Bloomfield Campus is a Mental Health and Drug & Alcohol Service in Orange and students complete a placement here for Psychiatry.

ClinConnect
It is the responsibility of each student to make sure they are ClinConnect compliant and this information is up to date so that the clinical placements are not affected by non-compliance and therefore not meeting 80% attendance rules.
Transport
There is a public bus service between the hospital site and town (approximately 5kms away). There are also a number of taxi companies available. A car would be beneficial in winter as it gets very cold.

Attendance and Notification of Absence
See “Attendance requirements on short-term placements”.

Computers, Internet and IT
There is no internet/wifi access at the accommodation. There are two other university buildings onsite that offer access to eduroam during business hours.

Videoconference facilities
N/A

MAP – Hospital / Accommodation Locations
Port Macquarie

Orientation
The Port Macquarie Campus of the Rural Clinical School is located next to the Port Macquarie Base Hospital. The campus is spread across two adjacent sites, 20 Highfields Circuit and 26 Highfields Circuit.

Accommodation
There is limited university-supplied accommodation in Port Macquarie for Year 1 students. Other Port Macquarie students tend to rent.

Contact the Port Macquarie campus for rental options on (02) 5524 1500.

Getting to Port Macquarie
Travel times are 4.5 hours by car, 8 hours by train, 1 hour and 5 minutes by air.

The Port Macquarie Airport is on the outskirts of the town and 10 minutes’ drive from the Rural Clinical School. The best way to get to and from the airport is with the local taxi service which can be contacted on (02) 6581 0081. Qantas and Virgin Australia have flights to Port Macquarie.

Equipment Hire
There are no bicycles or other equipment available through the Rural Clinical School in Port Macquarie.

Placement Information
ClinConnect – It is imperative that all students are deemed compliant within the ClinConnect system before arrival at the Port Macquarie Campus. Students are responsible for their compliance with ClinConnect.

Compliance is checked prior to students arriving. Students are contacted if there is a compliance problem and will be requested to finalise their compliance before arriving in Port Macquarie. The campus can be contacted on (02) 5524 1500.

Student ID – Hospital Security cards are issued to students at the beginning of their placement. The Security Cards should be shown at all times within the hospital for security and identification purposes along with the UNSW student ID card. If an ID card is lost or stolen, please advise campus staff immediately.

Textbooks for Phase 2 and 3 for all courses and disciplines are available at the campus. In addition; there is a library at the Port Macquarie Base Hospital which is available to all students.

Transport
Students planning to study at the Port Macquarie Campus are advised to bring their own cars. Public transport is available in the form of buses to and from the hospital, but the service is limited.


There is a taxi service in Port Macquarie which can be contacted on (02) 6581 0081.

Attendance and Notification of Absence
Students are required to attend timetabled lectures and clinical placements. The course requires 80% attendance but most of the academic teaching staff volunteer their teaching time so all of the student cohort should be in attendance at the teaching sessions. If students require a leave of absence for any reason, they should provide the Director of Medical Education and Campus Service
Coordinator with a written leave request for approval. If a student is sick and unable to attend lectures or class, please notify a member of the Education Support team as soon as possible. Notification can be done by email or phone.

**Computers, Internet and IT**
The student computer lab is equipped with 18 desktop computers and a printer. The computers are configured with UNSW SOE and run Windows 10 with applications including Microsoft Office.

Uniwide access is available within the campus.

After-hours access to the building is available to students between the hours of 6am and 10:30pm including weekends.

**Videoconference facilities**
Port Macquarie has videoconference facilities in lecture theatres and meeting rooms which students may use. Bookings for these facilities are coordinated via email with reception or on (02) 5524 1500.

**MAP – Hospital / Accommodation Locations**
Wagga Wagga

Orientation
Orientation sessions for all student year groups take place at Wagga Wagga campus at the start of Summer Teaching Period (Year 5) and Teaching Period 1 (Phase 2 and Year 6) each year. It is expected that all students be present for this. Participation in orientation sessions during the first week at campus is essential for students’ access to Wagga Wagga Base Hospital (WWBH) wards and clinics.

Accommodation
Accommodation for Wagga campus students is available at Lewis House Nurses Accommodation block. The accommodation is managed by WWBH and an accommodation form needs to be completed and returned to MLHD-WWRRH-Accommodation@health.nsw.gov.au. The accommodation is located within the hospital grounds. Rooms consist of a bed, wardrobe, drawers, desk, chair, desk lamp, heater and fan.

Payments for accommodation are made directly to the Wagga Wagga Base Hospital.

What will it cost?
There are 24 single furnished rooms at a cost of $38 per week (current March 2018).

Long term students – rental accommodation such as units and houses are readily available in Wagga Wagga from approximately $250 for a 2-3 bedroom house. Staff at the Rural Clinical School will help with rental references for accommodation where appropriate. Shared housing can be found for $100-$150. Rental properties are usually available within walking distance to the hospital.

Accommodation Policy
— Year 5 students are guaranteed accommodation for 7 weeks only from the commencement of STP. Students may occupy their rooms 1 week before commencement of term.
— Phase 2 students are guaranteed accommodation until the completion of their Phase 2 exams.
— Year 6 students who have requested accommodation go into a ballot system for any available rooms.
— All Short Term placement students are accommodated with rooms put aside for this purpose.
— All rooms must be vacated by the end of TP4. An application should be made if a student wishes to stay on for an elective. Year 6 students who have accommodation may stay on for their PRINT term.

Special circumstances or hardship is taken into consideration. Requests must be made in writing to the Director of Medical Education, A/Prof John Preddy.

Linen
Fresh linen is supplied on a weekly basis.

Getting to Wagga Wagga
Wagga Wagga sits almost halfway between Sydney and Melbourne being 452 kilometres southwest of Sydney and 456 kilometres northeast of Melbourne. Wagga Wagga is a halfway stop on the Sydney to Melbourne railway with daily passenger services between the two cities. The Sturt Highway, part of Australia's National Highway network, passes through the city on its way from Adelaide to its junction with the main Sydney to Melbourne route, the Hume Highway, a further 45 kilometres east.

Travel times are 5 hours by car, 6 hours by train, 1 hour and 10 minutes by air.
Equipment Hire
Not applicable at Wagga Wagga.

Placement Information
ClinConnect - It is imperative that all students are deemed compliant within the ClinConnect system before arrival at the Wagga Wagga campus. Students are responsible for their compliance with ClinConnect.

Compliance is checked by Campus administration staff prior to students arriving. Students are contacted if there is a compliance problem and will be requested to finalise their compliance before arriving in Wagga Wagga. There are no bulk compliance checks at Wagga Wagga campus.

Student ID – Photo Security Access cards are issued to students by the MLHD – Wagga Wagga Base Hospital at the beginning of their placement. The ID cards should be worn at all times within the hospital for security and identification purposes. Please advise Hospital of any lost or stolen cards.

Health and Safety - Students are required to comply with all health and safety guidelines and Work Health & Safety policies and procedures must be adhered to. Health and safety incidents must be reported online through MyUNSW. All UNSW-related incidents are reported online through MyUNSW. If an incident off-campus occurs, it must be reported to the relevant supervisor. If an incident occurs in an NSW hospital, use the IMMS reporting system with the assistance of your supervisor, if in a GP clinic inform the GP/practice manager. All incidents, whether on or off campus, should be reported to campus administration.

Textbooks for Phase 2 and 3 for all courses and disciplines are available at the campus. There is a library which is situated on UNSW premises (Harvey House) students are welcome to use.

Transport
Wagga Wagga Airport is located approximately 12 km from the Rural Clinical School. A taxi service is available for transport to town. Qantaslink operates direct flights to and from Sydney and REX operates direct flights to and from both Sydney and Melbourne.

Firefly Express Coach Service has daily departures to Adelaide, Melbourne & Sydney. From $55 per person, one way travel between Wagga and Sydney and from $55 per person one way between Wagga and Melbourne.

NSW Train Link’s train and coach network links Wagga Wagga with Melbourne, Canberra, Sydney, Brisbane and regional NSW. The railway station is located at Station Place in the CBD, approximately 1 km from the Rural Clinical School.

There is a local bus service around most areas of Wagga Wagga for travel to and from the hospital and to the main shopping centre, which is located approximately two kilometres from the hospital. Wagga Wagga Base Hospital is located in Edward Street (which is the Sturt Highway for those driving to Wagga), and is approximately one kilometre west of the railway station.

Long stay students renting privately beyond walking distance of the hospital will need access to private transport as the bus service is irregular.

Attendance and Notification of Absence
Students are required to attend timetabled lectures and clinical placements. The course requires 80% attendance but most of the academic teaching staff volunteer their teaching time so all all of the student cohort should be in attendance at the teaching sessions. If students require a leave of absence for any reason they should provide the Head of Campus and Administrative Officer with a written leave request for approval. If a student is sick and unable to attend lectures or class a
member of the administration team should be notified as soon as possible. Notification can be done by email or phone. For students on short-term rural placements please also notify the Rural Clinical School.

Computers, Internet and IT
The student computer lab is equipped with 12 computers and a printer. Additionally, students can access the computers after hours as outlined below. The computers are configured with UNSW SOE and run Windows 7 with applications including Microsoft Office.

Uniwide access is available within the campus.

After-hours access to the building is available to students between the hours of 6am and 11pm weeknights and during weekends for the duration of the placement. An after-hours access form will need to be completed at the start of placement and a proximity device will be issued by IT.

Videoconference facilities
Videoconference facilities are available within the school for access to additional teaching resources provided from Sydney. These can also be used for attending meetings and events run by the relevant student organisations and societies.

MAP – Hospital / Accommodation Locations